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ABSTRACT

This plan was developed to prevent any unnecessary loss of Rhode Island's library resources in the event of a disaster. Representatives from public, academic, and special libraries, town clerks' offices, and historical societies formed the Rhode Island Disaster Information Task Force, which collected materials from a wide range of institutions. These materials served as a starting point for this plan, which, therefore, reflects the needs of a range of record repositories. (The plan deals only with the protection of materials, not with the safety of personnel.) The plan comprises: (1) Suggested Procedures for Disaster Recovery; (2) Suggested Duties of the Disaster Control Team; (3) Supplies Needed for a Disaster Kit; (4) Information Needed for Disaster Planning; (5) Guidelines for Setting Salvage Priorities; (6) Bibliographic and Acquisitions Tools for Salvage Assessment; (7) Setting Up the Salvage Operation; (8) Milk Crate Code Numbering; (9) the Request for Salvage Aid Form; and (10) the Salvage Evaluation Form. Institutions adopting the plan are encouraged to modify the materials to fit their unique situations. (THC)

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DISASTER PLANNING AND RECOVERY
FOR
ARCHIVAL MATERIALS
IN
RHODE ISLAND

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"PERMISSION TO REPRODUCE THIS
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Margaret Shea

PREFACE

When we undertook the task of producing a plan for the salvage of archival materials in Rhode Island, neither one of us had an especially clear idea of what the plan should be. We had been inspired by two seminars given by Mildred O'Connell of the Northeast Documents Conservation Center about disaster planning, and had agreed that because of its size Rhode Island was an ideal place to have a comprehensive which would encompass all types of institutions holding archival materials. The obvious thing to do seemed to be to read other plans, which we did. After reading many disaster plans, including a few state plans and a lot of plans drawn for individual institutions or systems, we concluded that there was no model for what we needed in Rhode Island.

It was at that point that the Rhode Island Disaster Information Task Force was born. With representatives from public, academic, and special libraries, and town clerks, and historical societies the task force collected materials from a wide range of institutions across the state. Without their help we could never have produced a plan which reflects the needs of as wide a range of record repositories. Therefore we first wish to thank our task force— Howard Bokesenbaum, Christopher LaRoux, Judith Bell, Tom Brennan, Ellen Spilka, Margaret Caldwell, Janice DiFranco, Lance Bauer, Sally Wilson, and James Beeley, Jr.,

In addition, thanks are in order for Samuel Streit of the Brown University Library, and Fay Zipkowitz of the Department of State Library Services for giving us time and encouragement to work on the plan.

Finally, very special thanks to Frederic Bisshopp of the Applied Mathematics Department of Brown University, for help with the Brown computer system above and beyond the call of friendship.

November 7, 1984

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INTRODUCTION

The Rhode Island State Disaster Recovery Plan for Archival Materials has been developed to prevent any unnecessary loss of Rhode Island's library resources. It makes sense for librarians to join with others in the state who face the same kinds of problems in protecting their materials. These people include historical societies and city and town clerks. In this way, a network will be built which will be able to respond with help in an emergency. Help may consist of manpower, information about sources of certain types of unusual supplies, and/or advice from an expert.

In addition, we encourage keepers of records to develop their own disaster plan. Recovery needs to begin quickly to minimize damage to materials. The *Information Needed for Disaster Planning* form contained in this booklet will help with the development of these local plans. The form contains spaces for names and telephone numbers of the local disaster recovery team, sources of supplies, and the locations of water, gas, and electrical shut-offs. More importantly, a floor plan showing the locations of the most precious collections in the building should be attached. *Guidelines for Setting Salvage Priorities* will be helpful in determining which items in your collections should be given the highest priority for salvage and which are most susceptible to water damage. The form also has the names and telephone numbers of the *Rhode Island Disaster Recovery Team Coordinators* who can be contacted if the disaster is beyond the capacity of local resources.

A list of *Supplies Needed for a Library Disaster Kit* is contained in this plan. These supplies will help to protect the collection by speeding the salvage of damaged holdings. This kit will require the expenditure of some money, but the cost is minimal compared to the savings in recovered materials.

The *Disaster Notification* form indicates the kinds of information needed by the *Rhode Island Disaster Recovery Team*. The answers to these questions will determine the amount of help you need. The *Follow-Up* form will help to evaluate the effectiveness of the disaster recovery effort and provide information that will result in better preparation for subsequent emergencies.

Other sections of the plan deal with practical problems such as evaluating damaged books to see if they are worth saving (*Bibliographic And Acquisitions Tools for Salvage Assessment*) and keeping track of damaged books once the decision to salvage them has been made (*Milk Crate Code Numbering*), and running setting up efficient processing of books (*Setting Up the Salvage Operation*).

Rhode Island is a repository of the precious records of man's accomplishments through history. It is the responsibility of the keepers of this record to preserve it from unnecessary damage or destruction. This plan is designed to be used by anyone in Rhode Island who has this responsibility: librarians, public, academic, and private; curators in museums and historical societies; and city and town clerks.

This plan cannot be and is not meant to be a "how-to" manual to be taken out of the closet once a disaster has already occurred. The *Suggested Duties of the Disaster Control Team* and *Suggested Procedures for Disaster Recovery* are just that: suggested. Each institution will modify them to fit its own situation. Libraries with many branches will have different procedures from small historical societies, and both will be different from a

city hall. The importance of having a Disaster Control Officer who is familiar with current practices in archival salvage practices cannot be overemphasized. Every member of the Disaster Recovery Team should also be familiar with the locations, content, and use of the supplies in the *Disaster Recovery Kit*. If no one on the staff has experience or training with wet books and other archival materials, it will important to contact to state coordinators as soon as the damage is discovered. The time invested in completing an institution plan before a disaster occurs will result in avoidance of panic and the saving of time at the beginning of recovery, when it is most critical. It is especially important to attach floor plans with both utility shut-off points and areas of high salvage priority marked.

This plan deals only with the materials, not with the safety of personnel. The assumption is that attention will not be given to collections until every person in the building is safe.

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SUGGESTED PROCEDURES FOR DISASTER RECOVERY

This is a suggested list of procedures to be followed in the event of a disaster to records, library and/or archival materials. Not all steps will be taken in every case; in fact, only in the event of a major flood would even most of them be implemented. Much of the plan will apply only when there is water damage. Other forms of disasters are serious, but do not have the need for immediate action that water damage has. After water is introduced to these materials, serious damage to bindings due to swelling will begin almost at once, and mold will set in within 48 hours. Either of these can cause damage so extensive that most materials will have to be discarded or restored at great expense.

- 1.) The Director of the Institution will notify the DCO,¹ the Safety² Officer, and the administrative staff. The DCO will notify the DCT.³
- 2.) The Safety Officer will certify that the building is structurally sound enough to enter for salvage.
- 3.) If there is no one on the staff who has experience and/or training in handling water damaged materials, the Rhode Island State Disaster Coordinators⁴ should be called at this time to help assess the situation.
- 4.) The emergency identification system will be distributed to the DCT.⁵

¹ Disaster Control Officer.

² If the institution has no Safety Officer a member of the town fire department should serve in this capacity.

³ Disaster Control Team, chaired by the Disaster Control Officer. See *Information Needed for Disaster Planning* (Page 10) for a list of Disaster Control Team members.

⁴ See *Information Needed for Disaster Planning* (Page 11) for telephone numbers of state coordinators.

⁵ The emergency identification system will consist of distinctive plastic name tags with color coded dots to indicate the role of the wearer. Codes will be as follows:

DCT and administration— Red
Other institution staff— Blue
Maintenance personnel— Yellow
Rhode Island Disaster Recovery Team— Green
Volunteers— Orange

- 5.) Police or local security will be asked to post guards at all building access points. People without disaster recovery identification will not be allowed in the building for any reason. This will lessen the possibility of looters or curiosity seekers, who could be injured or could impede operations by entering the building.
- 6.) A member of the DCT will set up a command post for salvage operations. If the electricity and telephones are working in the affected building, the command post will be there, otherwise it will be in the in at a site as close as possible to the affected building.
- 7.) News media personnel will be asked to report to the command post for the latest information at all stages of the operation. The Disaster Control Team member designated Press Secretary⁶ will act as liason with the media. Both staff and volunteers will be instructed to not to speak to the press. No one from the media will be allowed to visit the disaster site unless accompanied by a member of the DCT.
- 8.) If the situation warrants it, the DCT will call the Northeast Documents Conservation Center. The field representative from NEDCC has been sent a copy of this plan.
- 9.) The DCO will make a preliminary inspection of the disaster area to assess the scope of the problem. This will allow rational choices to be made about the size of rooms needed, the amounts of supplies that will be used, etc. Photographs⁷ will be taken at this time to help in the analysis of what happened, and how damage could have been minimized.
- 10.) The Director of the Institution will notify the Board of Trustees, University Administration, Town Council, or other appropriate members of the governing body, including the finance officer, of the disaster and its potential impact on the institution's budget, operations and services.
- 11.) During the initial inspection, two or three books will be removed from each shelf if there is any evidence that books are beginning to swell. A great deal of the worst damage can be prevented in this way.
- 12.) Maintenance will be called. They will be asked to provide fans, dehumidifiers, and portable pumps if they are needed. If the electricity is off, they can provide portable generators and lights. If the air conditioning is functioning, they will turn it to 60°F., or the lowest setting. If the heat is on, they will turn it down to the lowest setting that will prevent the pipes from freezing. Maintenance will be asked not to handle any books themselves.

See *Supplies Needed for a Disaster Recovery Kit* (Page 9).

⁶ See *Duties for Disaster Control Team Members* (Page 8) for a list of Disaster Control Team Members and telephone numbers.

⁷ A person designated as photographer should be on the institution's Disaster Control Team. See *Supplies Needed for a Disaster Recovery Kit* (Page 9) for a list of items that will need to be immediately available at all times for the disaster kit.

- 13.) The Fire Department will be asked to pump out standing water. A member of the DCT will accompany them to remove any books that would obstruct the pumping operation.
- 14.) Following established guidelines, the DCO will mark files and book stacks with color coded self adhesive dots according to priority.⁸
- 15.) In the event that very wet books and damp books are on the same range of shelves, the wet books will be removed and frozen first. In order to facilitate reshelving, books within a single range will be kept together as much as possible. Damp books or records near soaked materials should also be frozen, as they will have absorbed a great deal of water.
- 16.) Books near wet or damp books will be checked with an *Aquaboy* moisture meter to make sure they have not absorbed enough water to grow mold or mildew.
- 17.) The DCO will determine the amount of space needed for air drying, whether a freezer truck is needed, and the amount of space needed in the freezer.
- 18.) A DCT member will arrange for air drying space. This should be as close to the disaster site as possible, with consideration given to security requirements. The AC in this room will be turned to its lowest setting, preferably below 60°F. Maintenance will be asked to set up dehumidifiers and fans.
- 19.) A DCT member will call a Rhode Island Disaster Recovery Plan Coordinator⁹ to locate plastic milk crates to pack and move books, and for unprinted newsprint end rolls. Most of the newsprint will be used to cover tables at the air drying site. Some will be used to make thymol sheets, and the rest will be sent to packing stations to cover tables. The Coordinator will also be alerted to the possibility that volunteers may be needed later.
- 20.) A DCT member will call for a freezer truck.
- 21.) A DCT member will call for freezer space.
- 22.) Maintenance will be asked to set up non-wooden tables for packing sites and air drying sites. These tables should be as close as possible to stack areas. Newsprint will be used to cover these tables. It will be changed as soon as it gets very wet or dirty. Supplies of paper towels will also be available at packing stations.
- 23.) A member of the DCT will find a site for impregnating sheets of unprinted newsprint with

⁸ See Guidelines for Setting Salvage Priorities (Page 16) for guidelines used to set salvage priorities.

See *Setting Up the Salvage Operation* (Page 18) for implementation of salvage priority system.

⁹ See *Information Needed for Disaster Planning* (Page 11) for names and telephone numbers of State Disaster Recovery Plan Coordinators.

thymol. These sheets will be interleaved in books that are air drying to retard mold growth. Thymol is a poison and an irritant, and the sheets should be made by a person experienced in using chemicals.

This operation should take place outdoors, in a chemistry laboratory equipped with fume hoods, or a very well ventilated room, with open windows and fans. **All personnel working with or near thymol will be required to wear protective masks and gloves.**

- 24.) A member of the DCT will send for ethanol, thymol, organic filter masks, gloves, and protective goggles. Information on the fastest way to acquire these supplies will be available from the Rhode Island Disaster Recovery Coordinators.
- 25.) Book trucks will be used to move books from shelves to packing stations. They may be located through the Rhode Island Disaster Recovery Coordinators. If the book trucks are wooden, they should be covered with plastic to avoid damage to and by the varnish. Book trucks will also be used to move packed milk crates to freezing or drying stations.
- 26.) Other staff members who are needed will be called by a pyramid telephoning system. They will be asked to wear old clothes and bring note pads and pens.
- 27.) A meeting of the institution's staff will be held. People will be apprised of the situation, familiarized with salvage procedures and the handling of wet books, and finally assigned duties.
- 28.) Evaluators will determine whether or not individual books which are damaged should be salvaged or discarded.
- 29.) Documentors will record the number, the destination, and the call number of the first and last book in each milk crate being sent to air drying sites or freezers. People not assigned to those duties will be asked to fill in in various ways, such as driving to pick up supplies. People with special skills may be asked to use them, even if they are outside their usual duties.
- 30.) While the staff meeting is going on, outside help will be called by a member of the DCT. The Rhode Island Disaster Recovery Plan Coordinator will be called for trained volunteer help. They will be asked to bring bibliographic and acquisitions tools and booktrucks. If large numbers of volunteers are needed, local radio stations will be asked to broadcast a request for help. All outside help will be asked to report to a central location, away from the disaster.
- 31.) When outside help arrives, another meeting will be held, conducted by the DCO, and/or the Disaster Control Team Salvage Training Officer. Everyone involved in the book salvage operation will be at this meeting, although it will stress information needed by the outside volunteers. Proper handling of wet books will be emphasized, and an overview of the salvage operation will be given. The meeting agenda will include information on mold prevention and documentation systems.
- 32.) Volunteers will be broken up into teams. Volunteers who have prior experience with wet books will be used as wrappers and packers.

- 33.) The salvage teams will be made up as follows:
Damp book packing teams

- 1 Documentor-A staff member with a familiarity with the institution's classification systems. This person is head of the packing team.
- 2 Removers of books from shelves
- 1 Wrapper
- 1 Packer

Freezer Packing Teams

- 1 Documentor -Head of team
- 1 Evaluator- a staff member. Evaluators should be assigned to areas with which they are familiar.
- 1 Wrapper-Rhode Island Disaster Recovery Team volunteer
- 1 Packer-Rhode Island Disaster Recovery Team volunteer
- 2 Milk crate movers

Truck Packing Teams, Air Drying Packing Teams

Several staff members coordinating outside help.

Air Drying Room Unpacking Team

- 1 Documentor- one for every two unpacking teams. The documentor is head of the team. This person should be familiar with the institution's classification systems.
- 1 Unpacker
- 2 Interleavers

Human Conveyor Belt

Volunteer help to be used if elevators are not working. Headed by a staff member.

- 34.) For each book to be frozen, the documentor will record the call number, the title on the title

page (not on the spine or cover), the publisher, the date, and the number of the milk crate¹⁰ into which it is packed.

- 35.) After an evaluator has determined a book is to be discarded, the documentor will record the call number, the title on the title page (not on the spine or cover), the publisher, and the date.
- 36.) Teams will be deployed and salvage operations will begin. DCT members will circulate through all salvage operations to check procedures, record the names of volunteers, take pictures of the operations, and solve problems that arise. The pictures, together with the observations of the DCT, will be used to evaluate the effectiveness of, and make changes in, the disaster plan.
- 37.) Team heads will schedule regular breaks to prevent fatigue related mistakes from occurring, help maintain morale, and prevent a large turnover in volunteer help.
- 38.) If salvage operations are going to be extensive, and the air conditioning is not functioning, the salvage teams should be broken up into shifts so that salvage can continue around the clock. If the building can be kept at 50°-60°F., the salvage operation can be stopped overnight. Fans and dehumidifiers should be left on.
- 39.) Books that are to be discarded will be removed as often as possible in cardboard boxes, or heavy plastic trash bags, so that they will not hinder operations.
- 40.) In the air drying rooms, books from a single section will be kept as close together as possible to facilitate reshelving. The milk crate numbers will be taped to the table as books are placed on them to air dry. Thymol sheets will be interleaved in each book, one sheet about every 50 pages.
All personnel working with or near thymol will be required to wear protective masks and gloves at all times.
- 41.) If the air drying room is small and full of books, fumigating the entire room should be considered. A expert in fumigating archival materials should also be contacted to aid the DCO in making the final choice as to the chemical to be used.
- 42.) When all the materials that are going to be removed from the disaster site have been removed, the areas that were affected will be thoroughly cleaned and disinfected. This must be much more than normal maintenance cleaning. A member of the DCT will check the area to make sure that there are no pockets of debris which could harbor mold and insects.
- 43.) If structural damage occurred, pictures will be taken of it for preventive planning after the salvage operation is complete.

¹⁰ See Milk Crate Code Numbering (Page 19).

- 44.) When the operation is complete, the building will be completely fumigated if at all possible.
- 45.) After the entire operation is complete, everyone who helped will be formally thanked, especially companies and volunteers outside of the institution.
- 46.) For a year after the end of the salvage operation, members of the Disaster Control Team will conduct an inspection of the site every three months to check for the development of mold and/or mildew.
- 47.) After normal operations in the institution resume, a report will be written by the Disaster Control Team. Using the pictures that were taken before, during, and after the salvage operations, an assessment of the damage, salvage operations, and preventive measures that should be taken will be made.

SUGGESTED DUTIES OF THE DISASTER CONTROL TEAM

The Disaster Control Team should have at least one person in each of the following categories. One person may serve in more than one category. If there is more than one building in the system, there should be at least one person from each building.

<i>Team Position</i>	<i>Name</i>	<i>Telephone</i>	<i>Home Telephone</i>
Disaster Control Officer	_____	_____	_____
Police Liason	_____	_____	_____
Plant Operations	_____	_____	_____
Fire Department Liason	_____	_____	_____
Business Manager	_____	_____	_____
Head of Documentation	_____	_____	_____
Head of Evaluation	_____	_____	_____
Photographer	_____	_____	_____
Environmental Monitor	_____	_____	_____
Press Secretary	_____	_____	_____
Salvage Training Officer	_____	_____	_____
Head of Teams	_____	_____	_____

SUPPLIES NEEDED FOR A DISASTER RECOVERY KIT

Each building should have one disaster kit. The size of the kit should be tailored to the size of the institution that will be using it. The kit is designed to provide only the basic supplies needed to begin a salvage operation. The starred items should be rotated on a semi-annual basis so that they will always be fresh. At least one of every item should be in each kit.

1. Locked fire resistant safe to hold the kit
2. This plan
3. Plastic sheeting
4. Ball of twine and scissors
5. Rubber gloves
6. *Batteries for camera flash, flashlight, and transistor radio (one set for each item)
7. *Waterproof pens
8. *A roll of 35mm film, and names of staff members with a 35mm camera with flash
9. Transistor radio
10. Flashlight
11. Set of Master keys
12. Self stick labels for milk crates
13. Name tags, and colored self stick labels for identification
14. Notebooks for documentation
15. Heavy duty pressure sensitive tape
16. Freezer paper
17. Paper towels and sponges
18. Plastic trash bags
19. Bohem, Hilda. *Disaster Prevention and Disaster Preparedness*
20. Waters, Peter. *Procedures for Salvage of Water Damaged Materials*

INFORMATION NEEDED FOR DISASTER PLANNING

I. Name of Building: _____

Address: _____

II. Date of plan revision: _____

III. Date priorities set and floor plans marked: _____

III. Staff members to call in an emergency:

<i>Position</i>	<i>Name</i>	<i>Telephone</i>	<i>Responsibility</i>
Disaster Control Officer	_____	_____	_____
Director	_____	_____	_____
Preservation Officer	_____	_____	_____
Head Cataloguer/ Registrar	_____	_____	_____
Maintenance	_____	_____	_____
In-house Disaster Control Team			
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

IV. Other important numbers in an emergency:

<i>Service</i>	<i>Name of contact or firm</i>	<i>Telephone</i>
Rhode Island Disaster Recovery Plan Coordinators	Roberta Sautter Margaret Shea	401-863-1502 401-277-2726
Northeast Document Conservation Center	Mildred O'Connell	617-470-1010
Fire Department	_____	_____
Police	_____	_____
Ambulance	_____	_____
Insurance company	_____	_____
Legal advisor	_____	_____
Electrician	_____	_____
Plumber	_____	_____
Exterminator	_____	_____
Locksmith	_____	_____
Utility Companies	(Gas) _____	_____
	(Electric) _____	_____
	(Water) _____	_____
Janitorial Service	_____	_____

V. Upkeep Checklist:

Date Checked

A. Locks on doors and windows secure

B. Emergency numbers updated and posted in every department

C. Last inspection by local fire department

1. Extinguishers checked

2. Smoke alarms checked

3. Sprinkler system checked

4. Water detection system checked

5. Other _____

D. Flash light batteries checked

Locations

E. Transistor radio operable

F. Last staff training session on disaster procedures

G. Last Fire Drill

H. Date of last insurance evaluation

VI. Off-Site Emergency Equipment & Supplies:

<i>Item</i>	<i>Supplier</i>	<i>Telephone</i>
Dehumidifiers	_____	_____
Sump pump	_____	_____
Heavy extension cords	_____	_____
Rolls of plastic sheeting	_____	_____
Electric fans	_____	_____
Extra security personnel	_____	_____
Freezer paper	_____	_____
Plastic trash bags	_____	_____
Paper towels	_____	_____
Water hoses	_____	_____
Sponges, mops, pails	_____	_____
Brooms	_____	_____
Rubber gloves	_____	_____

The following items may be located through the Rhode Island Disaster Coordinators:

1. Library trucks
2. Freezer spare
3. Plastic milk crates
4. Thymol crystals & alcohol
5. Unprinted newsprint

VII. In-House Emergency Equipment:
(List locations and attach floor plans with locations labeled)

A. Main utilities:

1. Main electrical cut-off switch:
2. Main water shut-off valve:
3. Main gas shut-off:
4. Sprinkler system control:

B. Nearest CB radio:

C. Locations of fire extinguishers:

D. Location of smoke alarms:

E. Location of portable pump if one is on-site:

F. Location of plastic sheeting, scissors, and tape:

G. Location of paper towel supply:

H. First aid kit(s):

VIII. Priorities

Compile a list for each department and for each office of materials which should be salvaged first after a disaster. Keep these considerations in mind when setting priorities.

- A. Can the item be replaced? At what cost? (Cost figures should include processing costs as well as purchase price.)
- B. Would the replacement cost be less than the restoration cost?
- C. How important is the object to the collection?
- D. Is the material available elsewhere?

IX. Disaster Control Team records:

Who on the staff has a copy of this plan and is familiar with its contents?

List all locations where this plan is on file (on or off site).

X. Procedures:

Compile a list of procedures to be followed in case of a disaster, which will accommodate your institution's particular needs.

Use the *Suggested Procedures for Disaster Recovery* and these books as guidelines:

Bohem, Hilda. *Disaster Prevention and Disaster Preparedness*. Berkeley: Office of the Assistant Vice President- Library Plans and Policies, Systemwide Administration, University of California, April, 1978.

Waters, Peter. *Procedures for Salvage of Water-Damaged Library Materials*, 2nd ed. Washington: Library of Congress, 1979.

GUIDELINES FOR SETTING SALVAGE PRIORITIES

- 1.) Priority areas should be as well defined as possible, preferably by floor, stack, and range number in a library, and by filing cabinet in records offices. Starting with a floor plan may be useful.
- 2.) Shelf lists, and other inventory files, should always be of highest priority. A library is only as good as its documentation. Records generally considered essential are shelf lists, documents checklists, and periodicals records.
- 3.) Restoration is expensive, and only areas that have a high percentage of rare, valuable, or important books should be tagged for high priorities.
- 4.) Information in circulation records can be used to decide on an individual basis what items that have been lost should be replaced.
- 5.) After a disaster, all insurance claims will be based on losses which can be documented.
- 6.) Some types of materials are more susceptible to water damage than others, and should be salvaged first. These materials include microfilms, tapes, and books on coated stock, such as art books and some science books.
- 7.) Areas in which traditionally you have collected strongly should be given a high priority, even though no single item may be especially valuable. A collection of mysteries or science fiction may be given a high priority if your library is known for collecting it, and it has been collected over a number of years.
- 8.) Materials that should *not* be given a high priority include any twentieth century periodical that is readily available in hard copy or microfilm (especially *The National Geographic*), and most reference books such as dictionaries. These materials are heavily used, but easily replaced.
- 9.) Materials which are not valuable as artifacts, and have been microfilmed with the master stored away from the damaged building, should not be given high priority.

BIBLIOGRAPHIC AND ACQUISITIONS TOOLS FOR SALVAGE ASSESSMENT

- 1.) *Books In Print*
- 2.) *American Book Prices Current*
- 3.) *Book Collectors Handbook of Values*
- 4.) *Public Library Catalog*
- 5.) *Public Documents Reference File* (microfiche)
- 6.) *Feature Films on 8mm, 16mm, and Videotape*
- 7.) *The Video Source Book*
- 8.) *The Schwann Catalog* (phonograph records)
- 9.) *National Register of Microform Masters*
- 10.) *Bookman's Price Index*
- 11.) *Associations' Publications in Print*
- 12.) *Books on Demand* (University Microfilms)
- 13.) *Guide to Reprints*
- 14.) *International Maps and Atlases in Print*
- 15.) *Microforms in Print*
- 16.) *British Books In Print*
- 17.) *Les Livres Disponibles*
- 18.) *Buchverzeichnis lieferbarer Buecher*
- 19.) *Catalogo dei Libri in Commercio*
- 20.) *Libros en Espana*
- 21.) *Libros en Venta en Hispanoamerica y Espana*
- 22.) Various foreign bibliographies, depending on area(s) damaged

SETTING UP THE SALVAGE OPERATION

Using established priorities as a guide, the Disaster Control Officer will make the following evaluations.

- 1.) Areas of highest priority, such as shelflists, Kardex files, etc. which will be salvaged first, regardless of their condition will be marked with red dots.
- 2.) Areas with highest priority rating which need to be frozen because they are very wet, have many books with prints or drawings in them (such as art books or engineering texts), or have many books on coated stock (such as medical or history texts) will be marked with blue dots.
- 3.) Areas where books are very wet and for the most part worth saving will be marked with green dots.
- 4.) Areas where materials are damp, and will be air dried will be marked with light blue dots.
- 5.) Areas where things are badly damaged, but not very important to the collection will be marked with yellow dots.

Areas 2,3, and 5 must be salvaged by a freezer packing team which has an evaluator on it. Evaluators will be knowledgeable members of the staff who have experience in selecting materials. Some attempt will be made to match areas of personal expertise with areas being salvaged, but this may not always be possible. Evaluators, using bibliographic and acquisitions tools, will decide whether an item is worth freezing and restoring, or is easily replaceable, and should be discarded.

MILK CRATE CODE NUMBERING

Milk crates will be numbered with a four part code.

- 1.) The first part will be the floor number or letter.
- 2.) The second part will be the range number.
- 3.) The third part will be the first line of the call number of the first book to go in the crate.
- 4.) The fourth part of the code will be the number of milk crates that have been packed from that range.

For instance milk crate B-45-PN321-6 would be the sixth milk crate packed from range 45 on Level B, with call numbers starting at PN321. Milk crates that are reused, will of course be renumbered. The milk crate numbers will stay with the books. Milk crate numbers will be attached with self stick labels.

**RHODE ISLAND STATE DISASTER RECOVERY PLAN
REQUEST FOR SALVAGE AID FORM**

To be filled out by telephone when request is called in:

1.) Disaster Location:

Institution _____ Building Affected _____
Address of Disaster _____
Name and Title of Caller _____
Can this person authorize use of money for supplies?
Current Time/Date ____/____/____ am pm

2.) Important Telephone Numbers:

Position	Name	Telephone	Home Telephone
Disaster Control Officer	_____	_____	_____
Institution Director	_____	_____	_____
Budget Officer	_____	_____	_____
Head of Maintenance	_____	_____	_____

3.) Instructions to the team:

Instructions on how to get to site and to whom to report:

Is special identification needed?

4.) Size of the disaster:

Time damage is thought to have started _____

Area of damage:

_____ Few Books
_____ Whole Floor

_____ Several Stacks
_____ Whole Building

_____ Major Unit

5.) Description of the Disaster:

_____ Fire/Smoke
_____ Sewage

_____ Muddy Flood
_____ Leaking roof

_____ Broken Pipe(Clean)

Types and Number of Materials involved:

_____ Bound volumes
_____ Broad­sides
_____ Manuscripts
_____ Card catalogue
_____ Phonograph records

_____ Serials
_____ Microfilm
_____ Coated paper
_____ Photographs
_____ Other:

_____ Computer tapes
_____ Sheet music
_____ Newspapers
_____ Video tapes

Are there non-documentary materials involved?
What type:

6.) General condition of most material:

_____ Dirt/Mud
_____ Moldy

_____ Soaked
_____ Still under water

_____ Damp
_____ Scattered on floor

7.) Services available at the site:

_____ Electricity

_____ Water

_____ Air conditioning

8.) Supplies on Hand:

What supplies (with amount) are on hand?

_____ Twine	_____ Rubber gloves	_____ Transistor radio
_____ Hygrothermograph	_____ Flashlight	_____ 35mm Camera
_____ Moisture meter	_____ Notebooks/pens	_____ Keys to all areas damaged
_____ Scissors	_____ Tape	_____ Book trucks
_____ Plastic milk crates	_____ Thymol	_____ Unprinted newsprint
_____ Plastic sheeting	_____ Reference tools	
_____ Dehumidifiers	_____ Fans	

9.) Supplies Needed:

What is needed? How much or how many? Is there a source of funds?

Purchase order number _____

_____ On-site consultation		
_____ Freezer Space		
_____ Twine	_____ Rubber gloves	_____ Transistor radio
_____ Hygrothermograph	_____ Flashlight	_____ 35mm Camera
_____ Moisture meter	_____ Notebooks/pens	_____ Fans
_____ Scissors	_____ Tape	_____ Book trucks
_____ Plastic milk crates	_____ Thymol	_____ Unprinted newsprint
_____ Plastic sheeting	_____ Reference tools	_____ Ethanol
_____ Dehumidifiers	_____ Air conditioners	

**RHODE ISLAND DISASTER RECOVERY PLAN
SALVAGE EVALUATION FORM**

To be filled out by the institution after the salvage operation is complete. If necessary, use reverse of sheet or attach extra sheets.

Photographic documentation (include number made):

 B & W copy negative

 Polaroid

 35mm slides

 Color copy negative

 Color print

 B & W print

1.) Salvage procedures used:

2.) Did you have a disaster plan in place before this incident?

3.) Will you modify it from this experience? How?

4.) Number of books affected:

5.) Square feet of floor space affected:

6.) How long did the salvage operation take?

7.) Did the Rhode Island Disaster Recovery Coordinators
make an on-site visit?

8.) Were telephone consultations useful?

9.) How could they have been more useful?

10.) Did you use materials obtained through the
Rhode Island Disaster Recovery Plan?

11.) How was the salvage operation funded?

12.) Were services in the institution seriously affected?

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